



Administrative, Exempt, and Classified Staff Teaching

South Puget Sound Community College recognizes the importance of allowing staff to teach classes, but we also need to ensure the appropriate usage of state resources. Employees that teach classes in addition to their primary job need to adhere to the ethical standards of the State of Washington. The college must ensure that extra duty assignments assumed by employees do not conflict with their regularly scheduled duties. Extra duty assignments that include grading, prepping, communicating with students, logging into Canvas, etc., need to be performed outside of your normally scheduled work hours.

Please read the Washington State Ethics Laws below, complete this form, and submit to your supervisor and vice president for approval.

Name	Date
Classification/Job Title	Hours of regular work
Class	Quarter
Class hours	Days of the week

I understand the below references to the Washington State Ethic laws. I will access the services to serve students outside of my regular work schedule. If there is a conflict with my work schedule and my teaching schedule, I will review this with my immediate supervisor and the vice president or designee prior to the beginning of the quarter.

Employee Signature

Vice President or Designee Signature

Date

Date

References:

RCW 42.52.160 Use of persons, money, or property for private gain

No state officer or state employee may employ or use any person, money, or property under the officer's or employee's official control or direction, or in his or her official custody, for the private benefit or gain of the officer, employee, or another.

WAC 292-110-010 Use of state resources

(1) **Statement of principles.** All state employees and officers are responsible for the proper use of state resources, including funds, facilities, tools, property, and their time. This section does not restrict the use of state resources as described in subsections (2) and (3) of this section.

(2) Permitted uses.

(a) Use of state resources for official state purpose. "Official state purpose" includes use of state resources to conduct official duties, activities reasonably related to the conduct of official state duties, activities related to state employment, and activities otherwise allowed by statute. Examples of official state purposes include:

(i) Training and career development approved by the employing agency under RCW [41.06.410](#);

(ii) Membership or participation in professional associations that enhance job-related skills of the state officer or employee, so long as use of state resources for this purpose has been authorized in writing;

(iii) State or agency sponsored health, safety, or diversity fairs;

(iv) Management of or access to state-provided or state-sponsored benefits, including health, deferred compensation, insurance, retirement, and the employee assistance program;

(v) Searching and applying for state jobs, including taking an examination or participating in an interview; and

(vi) Placement of nongovernmental web page links on an agency web site for official state purposes as long as the use does not violate RCW [42.52.180](#).

(3) **Permitted personal use of state resources.** This subsection applies to any use of state resources not included in subsection (2) of this section.

(a) A state officer or employee's use of state resources is de minimis only if each of the following conditions are met:

(i) There is little or no cost to the state;

(ii) Any use is brief;

(iii) Any use occurs infrequently;

(iv) The use does not interfere with the performance of any state officer or employee's official duties;

(v) The use does not compromise the security or integrity of state property, information systems, or software;

(vi) The use is not for the purpose of conducting an outside business, in furtherance of private employment, or to realize a private financial gain; and

(vii) The use is not for supporting, promoting the interests of, or soliciting for an outside organization or group.

(b) A state officer or employee may use state resources for wellness or combined fund drive activities as long as use conforms with (a) of this subsection or as authorized in state law and rule.